
**DEPARTMENT
POLICY**

For income eligible Child Development and Care (CDC) determinations, the income of all program group members must be considered. Some types of income are excluded.

See BEM 500-504 for a detailed description of income types, exclusions, treatment of income including lump sums, and required verifications.

**Computation of
Income**

Use the gross (before deductions) countable, monthly income to determine income eligibility and the family contribution.

Note: When income eligibility is established in the first pay period of an application **and** a change in income is reported, the income change is not required to be verified for approval of subsequent pay periods.

See BEM 505 for details on when a budget is needed, income and benefit month definitions, and the conversion of income to a monthly figure.

**When a Budget is
Required**

Complete a CDC budget at application and redetermination or when the client reports an increase in income that exceeds the highest category in the CDC Income Eligibility Scale for the family size; see RFT 270. This amount will be printed on the DHS-1605, Notice of Case Action, at application and redetermination.

Note: To be initially eligible for the CDC program, a family's gross monthly income must not exceed the Maximum Monthly Gross Income limit by family size associated with the \$15 Family Contribution (FC) category provided in the CDC Income Eligibility Scale. See RFT 270.

Bridges determines eligibility for CDC and addresses such questions as:

- Is a separate income determination required?
- What portion of the cost of care will the department pay?
- Is a particular need reason covered?

Client Notices

- What eligibility and need reasons should be entered?
- If a child is aged 13-18, is an age exception appropriate?

Bridges is the primary means of producing CDC client and provider notices for case actions; see BAM 220 for more details.

LEGAL BASE

The Child Care and Development Block Grant (CCDBG) Act (42 USC § 9858 et seq.), as amended by the CCDBG Act of 2014 (Pub. L. 113-186).
45 CFR Parts 98 and 99
Social Security Act, as amended 2016